



Clallam Transit System

830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511

PUBLIC RECORDS REQUEST FORM

Name:	Date:
Address, City, State, Zip:	
Phone:	Email:

RECORDS REQUESTS

If you are requesting documents, please provide a detailed description below (including dates, times, locations, and individuals/incidents as applicable to assist in identifying the requested records).

VIDEO REQUESTS

If you are requesting video footage, please provide the information below to assist in responding to your request.
*Video requests are delivered electronically and require a valid email address or phone number to relay the link to receive your records. If you do not have internet access, please contact CTS at 360-452-4511 to schedule an appointment to view the available records.

Route No.:	Route Name:	Coach No.:	Time Period:
Identifying information related to video requested (who, what, location, when):			
Other descriptive information that may assist the review of the video footage:			

RELEASE of RECORDS

- ☐ Review Responsive Records at Clallam Transit System Administration Building; OR
☐ Receive Copies of Responsive Records (following payment per CTS Public Records Requests Policy)
Select one: ☐ United States Postal Service - OR - ☐ Email to address provided above

SIGNATURE of REQUESTOR

Requestor's Signature	Date:
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SUBMIT REQUEST

Please submit your completed public records request form through one of the following methods.

Email: publicrecordsrequest@clallamtransit.com

Mail: Public Records Coordinator
Clallam Transit System
830 West Lauridsen Boulevard
Port Angeles, Washington 98363

Confidential Fax:
Public Records Coordinator
888-440-7709

FOR OFFICIAL CLALLAM TRANSIT SYSTEM USE ONLY

Date Request Received:	Request No.: PRR	
Initial Response Sent:		
Further Response(s):		
Number of Responsive Documents:	Cost:	Date Paid:
Date Responsive Documents Mailed/Emailed (circle one):		
Response Completed By:		